

# DECLARATION OF CANDIDACY

## FILING FOR OFFICE

### **When:**

The filing period begins the first Monday in June and ends the following Friday. All declarations of candidacy must be received no later than the close of business on the last day of the filing period. Filings received after this date, regardless of the postmark, are invalid.

Mailed declarations of candidacy may be received up to ten business days before the filing period begins. Declarations of candidacy filed in person must be filed during normal business hours.

### **Where:**

The declaration of candidacy must be filed with the Office of the Secretary of State if the office sought is federal, statewide, or is a legislative, Court of Appeals, or Superior Court office that includes more than one county.

The declaration of candidacy may be filed with either the Office of the Secretary of State or the County Auditor if the office sought is a legislative, Court of Appeals, or Superior Court office that includes only one county.

The declaration of candidacy must be filed with the County Auditor for all other offices. If the office sought is a junior taxing district located in more than one county, the candidate should check with the County Auditor to determine which county is accepting filings. In King County, the office is called the King County Elections Division.

Declarations of candidacy filed with the Office of the Secretary of State may be filed online at [www.secstate.wa.gov](http://www.secstate.wa.gov).

### **Cost:**

The filing fee is 1% of the salary of the office if the office has a fixed annual salary of more than \$1,000. The filing fee is \$10 if the office has a fixed annual salary of \$1,000 or less. There is no filing fee if the office has no fixed annual salary. The fee is based on the salary in effect at the time of filing. Filing fees are not refundable.

Candidates with insufficient assets or income to pay the filing fee may instead submit a filing fee petition that contains the valid signatures of registered voters equal to the dollar amount of the filing fee.

### **Withdrawals:**

A candidate for partisan office has until the Thursday following filing week to withdraw.

Once filed, a declaration of candidacy may not be altered. If a candidate decides during the filing period to change the declaration of candidacy, the candidate must withdraw and re-file, which includes the payment of any filing fees.

## PUBLIC DISCLOSURE AND CAMPAIGN FINANCE REPORTS

INITIAL PUBLIC DISCLOSURE REPORTS MUST BE FILED WITHIN TWO WEEKS OF BECOMING A CANDIDATE.

Candidates for federal office, precinct committee officer, cemetery districts, and districts where voters must have special qualifications such as the ownership of land are exempt from state public disclosure requirements.

IF THE OFFICE SOUGHT HAD, AS OF THE LAST GENERAL ELECTION:	PUBLIC DISCLOSURE REPORTS REQUIRED
Fewer than 1,000 registered voters, and the candidate has not received and does not expect to receive contributions of \$5,000 or more in the aggregate.	None.
1,000-4,999 registered voters and an area less than the entire county, and the candidate has not received and does not expect to receive contributions of \$5,000 or more in the aggregate.	Financial Affairs Statement (Form F-1).
5,000 or more registered voters or a countywide area or larger.	Financial Affairs Statement (Form F-1). Campaign Finance Reports ("C" series forms).
The candidate has received or expects to receive contributions of \$5,000 or more in the aggregate.	Financial Affairs Statement (Form F-1). Campaign Finance Reports ("C" series forms).

## INSTRUCTIONS FOR COMPLETING THE DECLARATION OF CANDIDACY

**Line 1.** Print your name as you are registered to vote.

**Line 2.** Print the address at which you are registered to vote. Each candidate is responsible for ensuring that he or she meets **all** the qualifications of the office sought **at the time he or she files the declaration of candidacy**.

**Line 3.** Print your campaign's mailing address, telephone number, and e-mail address. Providing a telephone number and e-mail address is recommended, but not required. Contact information will be made available to the public. The election administrator and the Public Disclosure Commission may use the telephone number or e-mail address to provide campaign information to you.

A government office telephone number or e-mail address cannot be used for campaign purposes according to RCW 42.17.130 and RCW 42.52.180.

**Line 4.** Print the name of the office for which you are a candidate. For example, "State Representative...22nd District ...Position 1" or "City Councilman...Olympia...Position 4." Find out **prior** to the filing period for which offices you are eligible to file. Responsibility for filing for the correct office is yours.

**Line 5.** Check the appropriate box. If you assert that you have insufficient assets or income to pay the filing fee, you must submit a filing fee petition, as described in RCW 29A.24.101, with the declaration of candidacy.

**Line 6.** Print your name exactly as you wish it to appear on the ballot. Nicknames are acceptable. You may not use any nickname or title that denotes past or present occupation, including military rank, your position on issues, your political affiliation, or anything intentionally designed to mislead voters.

**Line 7.** If the office is a partisan office, you may state a political party that you personally prefer. Your preference does not imply that you have been nominated or endorsed by the party, or that the party approves of or associates with you. You also have the option of not stating a political party preference.

If you would like to state your preference, fill in the name of the party, up to 16 characters. The first letter of the party preference will be capitalized (e.g., Democratic). If you want to use initials, separate each letter with a period (e.g., G.O.P.) Your personal party preference will be printed on the ballot as follows:

JOHN SMITH  
(Prefers Example Party)  
JANE DOE  
(States No Party Preference)

If no party name is provided, "(States No Party Preference)" will be printed on the ballot. If you qualify for the general election, the party preference printed on the primary election ballot will be printed the same on the general election ballot.

**Line 8.** Read the oath. Sign the declaration of candidacy only in the presence of a notary public or the officer with whom the declaration is filed.

FOR OFFICE USE ONLY

Date \_\_\_\_\_ Fee Paid \$ \_\_\_\_\_ Filing No. \_\_\_\_\_ Office Code \_\_\_\_\_  
☐ Check ☐ Debit/Credit  
☐ Cash ☐ Filing Fee Petition Voter Registration # \_\_\_\_\_ Clerk Initials \_\_\_\_\_

## DECLARATION OF CANDIDACY

1. I, \_\_\_\_\_ am a registered voter residing at:  
(PRINT NAME AS YOU ARE REGISTERED TO VOTE)

2. \_\_\_\_\_  
(STREET ADDRESS OR RURAL ROUTE) (CITY) (COUNTY) (ZIP)

and, at the time of filing this declaration, I am legally qualified to assume office if elected.

3. My campaign contact information is:

\_\_\_\_\_  
(MAILING ADDRESS) (CITY) (STATE) (ZIP)  
\_\_\_\_\_  
(TELEPHONE NUMBER) (EMAIL ADDRESS)

4. I declare myself as a candidate for the office of:

\_\_\_\_\_  
(NAME OF OFFICE including DISTRICT or POSITION NUMBER)  
\_\_\_\_\_  
(CONGRESSIONAL OR LEGISLATIVE DISTRICT, COUNTY, CITY, OR OTHER JURISDICTION)

5. Filing Fee (check one):

- ☐ There is no filing fee because the office has no fixed annual salary;  
☐ I am submitting a filing fee of \$10 because the fixed annual salary of the office is \$1,000 or less;  
☐ I am submitting a filing fee of \$\_\_\_\_\_, an amount equal to 1% of the annual salary; or  
☐ I am without sufficient assets or income to pay the filing fee and am submitting a filing fee petition in lieu of this fee.

6. Please print my name on the ballot exactly as follows: \_\_\_\_\_  
(PLEASE PRINT)

7. If the office is partisan, your party preference, if any, will be printed on the ballot exactly as follows:

- ☐ (Prefers ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ Party) or  
☐ (States No Party Preference)

If you fail to check a box or provide a party name, "(States No Party Preference)" will be printed.

I declare that this information is, to the best of my knowledge, true. I also swear, or affirm, that I will support the Constitution and laws of the United States and the Constitution and laws of the State of Washington.

*Note: Your signature must be personally attested to by a notary public or by the officer with whom the declaration is filed.*

### 8. Sign Here X

\_\_\_\_\_  
(SIGNATURE OF CANDIDATE AS REGISTERED TO VOTE)

STATE OF WASHINGTON, COUNTY OF \_\_\_\_\_

(SEAL OR STAMP)

Signed or Attested before me on \_\_\_\_\_  
(DATE)

by \_\_\_\_\_  
(CANDIDATE)

\_\_\_\_\_  
(SIGNATURE OF NOTARY)

\_\_\_\_\_  
(TITLE)

MY APPOINTMENT EXPIRES: \_\_\_\_\_